

Job Seeking **Skills Workshops**

December 2019

★ **Tooele Employment Center**
305 N. Main Street • Tooele

Register for
reserved seating.
Walk-ins
welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.



Job Seeking Skills

RESUMÉ WRITING:

Dec 3	1:00 PM–3:30 PM
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INTERVIEWING SKILLS:

Dec 17	1:00 PM–3:30 PM
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RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711.
Spanish Relay Utah: 1-888-346-3162.

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jobs.utah.gov